

**BUSINESS, TRANSPORTATION AND HOUSING AGENCY
California Partnership for the San Joaquin Valley**

Announces the

**Solicitation for Concept Proposals
for
Partnership Seed Grants**

***DEADLINE FOR RECEIPT OF CONCEPT PROPOSALS:
5:00 p.m., January 16, 2007***

Business, Transportation and Housing Agency
980 9th Street, Suite 2450
Sacramento, California 95814
(916) 322-5400

SOLICITATION FOR CONCEPT PROPOSALS FOR PARTNERSHIP SEED GRANTS

A. INTRODUCTION

The Business, Transportation, and Housing Agency (Agency) on behalf of the California Partnership for the San Joaquin Valley (Partnership), requests submittals of Concept Proposals for Partnership Seed Grants. Eligible applicants include government entities (including school districts and institutions of higher education), other organizations (public or private), and consortia of public or private organizations, private firms, or individuals. A maximum of \$2,500,000 in State funds is available for awards. It is anticipated that projects funded under this solicitation will be for up to \$250,000. Funded projects are expected to begin in the spring of 2007.

B. PURPOSE

The Governor and Legislature approved a total of \$2,500,000 million for Seed Grants in the State Budget for Fiscal Year 2006-2007. Seed Grants are intended to jumpstart major initiatives, as set forth in the Partnership Strategic Action Proposal, that will result in significant immediate impact or will lay a solid foundation for long-term priority strategies and investments,. It is expected that the Seed Grants will attract other partners and investors and will facilitate new ways for existing organizations to improve region-wide collaborations.

The Partnership invites creative and cost-effective proposals that have the most potential for transforming the San Joaquin Valley to achieve the outcomes articulated in the Strategic Action Proposal. Applicants are also encouraged to be innovative both in their approaches and in their arrangements among and between participants (individuals and organizations) included in the proposals.

C. BACKGROUND

Applicants should become very familiar with the work products of the Partnership and the content of the Strategic Action Proposal, titled *San Joaquin Valley—California's 21st Century Opportunity*. These are available online at the Business, Transportation and Housing Agency (BTH) website: www.bth.ca.gov. The following summarizes background information about the Partnership and sets forth the requirements of the responses to the Request for Concept Proposals (RCP).

Applicants are encouraged to be innovative in proposed approaches and arrangements among and between participants (individuals and organizations) in the proposals. The Partnership invites creative and cost-effective proposals that have the most potential for transforming the San Joaquin Valley to achieve the outcomes articulated in the Strategic Action Proposal.

Governor Arnold Schwarzenegger established the Partnership through Executive Order S-5-05, signed on June 24, 2005 in Fresno. The San Joaquin Valley region includes eight counties—Kern, Tulare, Kings, Fresno, Madera, Merced, Stanislaus and San Joaquin Counties—with sixty-two cities and a total population of more than 3.4 million residents.

The Board of the Partnership is comprised of twenty-six members appointed by the Governor. These include eight Cabinet Secretaries, eight locally-elected officials, eight civic leaders, and two Deputy Chairs (one elected official and one civic leader). In addition, five liaisons to key policy bodies (Federal Interagency Task Force on the San Joaquin Valley, California Transportation Commission, California Air Resources Board, California Workforce Investment Board, and the Economic Strategy Panel) are also members of the Partnership. The Governor designated the Secretary of the Business, Transportation and Housing Agency as Chair of the Partnership and directed preparation and submission of a Strategic Action Proposal for the long-term well-being and economic prosperity in the San Joaquin Valley to be prepared and submitted to the Governor by October 31, 2006. The Partnership Board has conducted extension outreach to obtain public input and to involve stakeholders in the development of the Strategic Action Proposal which will be submitted to the Governor on time.

The Partnership Board members were appointed in September 2005. At the first meeting in September, the Board adopted a Work Plan (including Principles and Ground Rules) and established ten Work Groups (along with Scopes of Work based on Overview Reports) to focus on: Economic Development; Higher Education and Workforce Development; K-12 Education; Transportation; Land Use, Agriculture and Housing; Air Quality; Water Quality, Supply and Reliability; Energy; Health and Human Services; and Advanced Communications Services and Information Technology.

The Strategic Action Proposal (which contains detailed Work Group Reports) sets forth overall strategies and specific actions, with accompanying indicators to measure progress. It builds on the existing strengths of the San Joaquin Valley and addresses the current challenges to minimize weaknesses. It recognizes the Valley's heritage of agriculture as the foundation for economic development—as the roots to grow the future—and forges new frontiers for prosperity. It embraces and enhances the assets that define and unify the region—such as the San Joaquin River and Highway 99—as leading strategies to attract investment. It calls for a sustained public-private partnership over the next decade to mobilize essential government and civic leadership dedicated to achieving measurable results. It proposes that the initial organizational structure for implementation be established through a new Governor's Executive Order and that State legislation then be enacted to ensure commitment and continuity for the full decade.

The Governor and Legislature approved an appropriation of \$5 million in the State Budget for Fiscal Year 2006-2007 for the California Partnership for the San Joaquin Valley for implementation of the Strategic Action Proposal. At the request of the Legislature, the Partnership Board developed and approved the following working budget for use of the \$5 million:

\$5 Million in Fiscal-Year 2006-2007 State Budget

1.7 Management Personnel and Consultants

- .1 Community Outreach
- .2 Communications (including multi-language materials)
- .3 Annual Progress Reports for Accountability
- .2 Regional Conferences for Periodic Reporting and Mobilization of Volunteers
- 2.5 Seed Grants to Implement Strategic Action Proposal

This funding and all expenditures related to it are subject to the completion and submission of the Strategic Action Proposal, which was submitted to the Governor at the end of October 2006. All of the \$5 million in the FY 2006-2007 State Budget must be encumbered by June 30, 2007.

The \$1.7 million specified above for Management Personnel and Consultants is being used to engage contracted professional support for the secretariat function and staffing services to coordinate the meetings and deliberations of the Partnership Board and to staff Work Groups (or their successor committees) in implementing the Strategic Action Proposal. The secretariat function management also will oversee, or directly provide services related to, community outreach, communications, annual progress reports, and annual regional conferences. Thus, there could be one or more contracts to carry out these functions in implementing the Strategic Action Proposal, depending on the responses to the RFP. In addition, the budget appropriation provided that the \$1.7 million also may be used to support up to two fixed-term positions at BTH to develop and manage the initial RFP invitation and contract process. It is the current intent of BTH to use one position which will cost approximately \$180,000 during the term of the contracts. The secretariat and staffing functions were the subject of a previous RFP process announced by BTH.

As shown above, the approved funding in the State Budget includes \$2,500,000 million for Seed Grants up to \$250,000 each to begin implementation of the Strategic Action Proposal. It is envisioned that potentially there will be multiple applicants for a wide variety of projects. The Partnership Board reserves the right to reject all proposals, award no grant contracts, and to negotiate among the proposal sponsors the most appropriate grant contracts for implementation of the Strategic Action Proposal. Should the Partnership Board determine that there are not enough meritorious proposals to award grant contracts for the full \$2.5 million in Seed Grants, the Partnership Board will develop and announce an additional process for accepting proposals.

Contract administration will be provided by BTH. However, the secretariat and staffing contractor(s) will be involved in evaluation of effectiveness of impact of the Seed Grants and performance of the contractors in the annual progress reports.

D. TIME SCHEDULE

In this solicitation, a short Concept Proposal will be due to the Agency by 5:00 p.m. on January 16, 2006. In order to be considered for a grant award, this concept paper must be submitted by the aforementioned time. A notification of invitation for a full proposal will be sent to qualifying applicants on or around January 31, 2007. The Concept Proposals will be evaluated using the same criteria for the full proposals which is detailed under Section H. in this document. An invitation to submit a full proposal shall not obligate the Partnership to award a grant to the

applicant. Submission of a full proposal will be due Friday, March 2, 2007 by 5:00 p.m. Grant contracts for accepted proposals will be completed by April 30, 2007.

Three (3) proposal workshops will be held during the month of December in various locations throughout the eight county area. The locations and dates for these workshops are Bakersfield on December 1st, Fresno on December 8th and Modesto on December 15th. Notification of these workshops will be posted on the Business, Transportation and Housing Website at www.bth.ca.gov.

Implementation of the grant contract work plans and submission of all work products and deliverables must be completed no later than December 31, 2008.

E. FOCUS OF SEED GRANTS

Applicants may submit concept proposals only to implement a component(s) of the Strategic Action Proposal, which includes initiatives in the Section IV, Summary of Principal Recommendations Strategies; and/or specific recommended action(s) from Section V Work Group Recommendations set forth in the 10-year timeframe. Applicants also should review the complete Work Group Reports (available online at the BTH website www.bth.ca.gov) for the following ten focus topics: Economic Development; Higher Education and Workforce Development; K-12 Education; Transportation; Land Use, Agriculture and Housing; Air Quality; Water Quality, Supply and Reliability; Energy; Health and Human Services; and Advanced Communications Services and Information Technology.

Applicants must clearly identify the specific initiative(s) (one of six in the Section IV Summary Matrix), and Section V Work Group recommended goal(s), objective(s) and action(s) being addressed in the proposal. No proposals will be accepted for initiatives or actions not contained in the Strategic Action Proposal.

As stated above, all concept proposals will be accepted and evaluated based on the implementation strategy above. No concept proposal will be accepted that does not assist in the implementation of a component (s) of the Strategic Action Proposal. Those entities submitting concept proposals meeting that criterion will be invited to submit a full Request for Seed Grant and be considered for funding up to \$250,000 each. Applicants are encouraged to be as cost effective as possible in the amount requested. The Partnership Board will seek to optimize impact from the \$2.5 million for Seed Grants by considering how to achieve sufficient impact from each grant while investing in a variety of components of the Strategic Action Proposal.

F. SCOPE OF WORK, PRODUCTS AND DELIVERABLES, AND OUTCOMES

Applicants must briefly specify the scope of work, products and deliverables, and expected outcomes (with associated indicators of success to measure progress) in the concept proposal, including details regarding timetable for activities along with a proposed budget. The burden is on the applicant to provide sufficient detail for the Partnership to be able to evaluate the cost-effectiveness of the proposals and to determine the value to the public.

The concept proposal must delineate, in detail, all of the following using the Concept Proposal Form provided in this packet:

- Full Legal Name and addresses of entity (s) submitting the proposal.
- Names and contact information for each partner in the proposal.
- Project Name (short title up to 50 letters).
- Project Partners (Names and Contact Information)
- Component (or components) of the Strategic Action Proposal to be supported.
- Project Summary (include products, deliverables and expected outcomes).
- Amount of funding requested and a brief description of how the funding will be used.
- Matching funds (In-kind or Cash) and Source.
- Certification and Signatures.

H. EVALUATION CRITERIA

As indicated, the evaluation criteria for the Concept Proposal will be that it assists with the implementation of one or more of the components of the Strategic Action Proposal. For those entities invited to submit a full proposal, those proposals will be evaluated with a heavy emphasis on the innovation and cost-effectiveness in implementing a component of the Strategic Action Proposal. The full proposals will be evaluated on thoroughness and quality of writing, as a key indication of the ability of the applicant to communicate clearly and accurately, using proper spelling and punctuation, parallel construction in text, logical headings and sections, and appropriate, professional format. Specific proposal evaluation criteria is as follows:

- Addresses a high priority initiative or recommendation in the Strategic Action Proposal. Up to twenty (20) points.
- Achieves immediate results or lays a solid foundation for a priority long-term initiative. Up to twenty (20) points.
- Establishes an innovative regional approach to working together that will achieve a greater impact with existing resources. Up to ten (10) points.
- Augments leadership from the Partnership or from existing organizations to foster systemic change and reform. Up to ten (10) points.
- Provides matching resources (cash and in-kind). Up to ten (10) points.
- Fosters greater public-private collaboration throughout the region. Up to ten (10) points.
- Involves all levels of government. Up to five (5) points.
- Engages citizenry and mobilizes volunteers. Up to five (5) points.
- Sets forth concepts in a clear, concise, and logical manner, exhibiting quality writing capabilities. Up to five (5) points.
- Complements other Seed Grants and initial activities of the Partnership. Up to five (5) points.

I. REVIEW AND EVALUATION PROCESS OF FULL PROPOSALS

A committee of the Partnership Board composed of the Chair, Deputy Chairs, and eight additional members (representing a cross-section of expertise and geographic diversity) has been

established to review and evaluate the proposals and present recommendations to the Partnership Board who will make the final decisions. Applicants shall refrain from inappropriate communications to, or lobbying of, Partnership Board Members. Reviewers reserve the right to contact Applicants in order to clarify information pertinent to the Proposals.

J. CONCEPT PROPOSAL SUBMITTAL PROCESS

Applicants must submit their Concept Proposals to:

California Partnership for the San Joaquin Valley
Business, Transportation and Housing Agency
980 9th Street, Suite 2450
Sacramento, CA 95814

A signed original, fourteen unbound reproducible copies, and an electronic file of the Proposal must be **received by the Agency by 5:00 p.m. on Friday, January 16, 2007**. An electronic file is also requested to be sent to jdias@bth.ca.gov. Concept Proposals received after this deadline will not be considered.

Questions regarding this Solicitation for Concept Proposal must be submitted, in writing or by email, to the Business, Transportation and Housing Agency, 980 9th Street, Suite 2450, Sacramento, CA 95814 or jdias@bth.ca.gov. All responses will be posted online, as well as provided to the inquirer.

K. CONFIDENTIALITY

All information included as part of the Solicitation is a public record unless a determination is made that it is exempt from the Public Records Act. In the experience of the Agency, the only applicable exemption is for trade secrets. If you believe that any portion of the Proposal is confidential because it is a trade secret, or for any other reason, you must check "Yes" on the cover sheet for confidentiality, and you must mark each confidential page with the word "Confidential" at the top and bottom. Confidential pages should be kept separate from the remainder of the Proposal, and cross-referenced to that part of the Proposal to which it relates. All materials, including confidential materials shall be mailed to the Agency in the same package. Please read the Attachment II (regulations on confidential materials) in order to complete the statement accompanying the confidential materials which sets forth the reasons for the confidentiality.

**California Partnerships for the San Joaquin Valley Seed
Grant Program
Concept Proposal Form**

**Full Legal Name(s) and Address(es) of Entity Submitting the Proposal
(Applicant):**

Phone #:

Fax number:

E-mail:

Project Name (short title up to 50 letters):

**Partners Who Will Be Included In Working on the Project:
(Names and Contact Information)**

Component(s) of the Strategic Action Proposal to be Implemented:

Project Summary (Limit Project Summary to no more than 5 pages. Include products, deliverables and expected outcomes. Explain precisely how the Seed Grant will result in the region working together more effectively and/or with more efficient use of resources. Briefly explain how the proposal will meet the required criteria indicated on page 6.):

Funding Requested – Please Complete Attached Budget Form

I hereby certify that the information provided in the Proposal is correct and represents the intended use of all sources of funds identified in the Proposal, and that I will inform the Business, Transportation and Housing Agency immediately of any changes in the funding Proposal.

Signature of Authorized Representative

Date:

Entity

Signature of Authorized Representative

Date:

Entity

Budget Form

Partnership Seed Grants

SOURCES

| Sources of Funds | Cash | In-Kind | Total |
|--|------|---------|-------|
| A. Business, Transportation and Housing Agency | | | |
| B. Other State Agency(ies) | | | |
| C. Federal | | | |
| D. Applicant | | | |
| E. Other(s) | | | |
| F. | | | |
| Total | | | |

USES

| Budget Categories** | Federal | Applicant | Business, Transportation and Housing Agency | Other State Agency(ies) | Other Sources | Total |
|----------------------|---------|-----------|---|-------------------------|---------------|-------|
| Salaries and Wages | | | | | | |
| Benefits | | | | | | |
| Contractual Services | | | | | | |
| Travel | | | | | | |
| Operating Expenses | | | | | | |
| Other (specify) | | | | | | |
| Total Budget | | | | | | |